

**FITNESS REPORTS, FORM 45  
(Field)**

The attached proposed revision of FE processing of Fitness Reports, Form 45, for field Personnel provides for the following changes:

1. Establishes a Branch follow-up control on all head quarters processing.
2. Eliminates the duplicate review by T&R of all Form 45 and eliminates punching Form 45 dates in the "Status" cards. This date in the cards should be unnecessary under the procedure providing for scheduled submittal by grade.
3. Eliminates sending one copy of form for "S" Career Services personnel to the Career Service Officer at time of receipt. All copies are sent after Division review.
4. All double routing and handling is eliminated.